

Missouri State Library
Office of the Secretary of State

Library Services and Technology Act
Federal Grant Program

Computer Training Lab

Grant Application

Fall 2006

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY
LSTA Grant Program
Computer Training Lab
Information & Guidelines
Fall 2006**

Grant Program Description

This program offers to Missouri public libraries that are currently state-aid certified the opportunity to apply for equipment for a computer training lab for their buildings. The labs must be used to train library users, and may also be used to train library staff. Sharing of library staff training with nearby libraries is encouraged.

Grant Program Objectives

1. To support the library's ongoing need to train library staff in the use of new and changing information delivery tools.
2. To provide a means for delivering patron-focused classes so the public can become familiar with the information technology services of the library.
3. To provide a training facility that can be used in cooperation with libraries in the immediate geographic area and with the state library agency to offer a broad range of training opportunities for the public library community.

Grant Priorities and Considerations

Grant funds are for purchase of equipment for a **computer training lab**. The lab must include 8 through 20 desktop or laptop computers for use in training. In addition, grant funds may be used for a trainer's PC/lab server; laser printer, network hub, and computer projector. Individual libraries may need additional equipment to accommodate their network configuration, and may apply for that, subject to consideration when the application is reviewed. Libraries may also apply for a wiring allowance. **Laptop labs are recommended for libraries with space constraints, and may also be used as mobile labs. Special rolling cabinets for laptop storage and for transporting to off-site locations for training are also eligible for funding (see instructions).**

We expect all libraries to budget for maintenance and eventual replacement of all equipment purchased with these LSTA grant funds. The library is responsible for ordering the equipment directly from the vendor.

Eligibility

This grant is open to all public libraries certified to receive state aid. Additional requirements for the proposed lab space and Internet connectivity are included with the application. Libraries with multiple service outlets may apply for computer training labs for multiple locations.

Allowable and Unallowable Costs

Allowable expenses include, but are not limited to:

Item	Maximum Per Unit Cost
Desktop PC: Pentium 4 processor, 1 GB SDRAM; 40 GB Hard drive; 19" conventional or flat panel monitor; CD-Rom/DVD-Rom drive (networked) Maximum: 20	\$1,700
Laptop PC: Minimum specifications: Pentium 4 processor, 1 GB MB SDRAM; 30 GB Hard drive; CD-Rom/DVD-Rom drive; (networkable and wireless capable) Maximum: 20	\$1,700
Trainer's PC/Lab Server: Minimum specifications: Pentium 4 processor, 2 GB SDRAM; 80 GB hard drive, network software licenses for lab PCs; 19 inch monitor, rewritable CD-Rom/DVD-Rom drive. Maximum: 1	\$5,000
Server backup system	\$1,500
Network hub	\$500
Data Projector: To project computer screen from Trainer's PC	\$1,800
Laser Printer	\$500
Printable Whiteboard	\$2,000
Other technology related equipment as approved by the State Library	To be determined
802.11 Wireless Access Point	\$200
Wiring allowance	\$1,000

The State Library will fund each piece of equipment **up to** a "maximum unit cost," specified below. The grantee is responsible for costs exceeding the amount of the award. For technical questions, please contact MOREnet at 1-800-509-6673 or techsupp@more.net.

Unallowable expenses include, but are not limited to:

- Replacement or upgrade of equipment already owned by the library
- Renovation or construction to the library facility; furnishings; supplies; signage
- Development or purchase of training materials
- Ongoing operating costs, such as monthly Internet fees
- Equipment for new facilities that are less than 75% complete at the time of application
- Extended warranties and service contracts
- Hiring of trainers for public or library staff training sessions

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating

names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

Reporting Requirements

Libraries awarded a Computer Training Lab Grant are required to submit narrative, statistical, financial and evaluative reports regarding the project. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

Grant Monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

Review of Applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- The State Librarian makes recommendations to the Secretary of State.
- The Secretary of State makes the final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

Assurances

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded.

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, the State Library customarily withholds 30% of the grant award until completion and approval of the final report. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee:

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

- Grantees are paid 35% of the total grant amount upon completion of the final executed agreement.
- A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.
- A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Grant Program Timeline:

October 4, 2006	Applications due (postmark date)
January 1, 2007	Beginning date of grant period
December 31, 2007	Ending date of grant period; all funds must be encumbered.
January 31, 2008	Final report due to State Library; all funds should be spent.

Mail completed application form to:

Diana Very, LSTA Grants Officer
Computer Training Lab
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

For further information contact:

Debbie Musselman, Library Consultant Technology/Census
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387
573-526-6734
1-800-325-0131 ext. 14
debbie.musselman@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

MISSOURI STATE LIBRARY
LSTA Computer Training Lab
Grant Application Instructions
Fall 2006

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application forms.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses may be inputted on the Word document and then printed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, or notebooks.

ITEMIZED INSTRUCTIONS

Part I

- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area* - Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of adults to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu>.
- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II- Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to the application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to the back of the application, after the signature page. Attach a letter explaining the resources provided by each partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV- Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

A grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

APPLICATION REQUIREMENTS (indicate yes/no in space in front of each question)

For Completion by the Requesting Library:

	YES	NO	
1.			Library receives, or is eligible to receive, state aid?
2.			Library agrees to file the statistical report form supplied annually by the State Library.
3.			Library participates or has applied for participation in the REAL project, or has an Internet connection?
4.			Library has funding available to provide match requirements if applicable.
5.			Library agrees to maintain records of expenses as required by the grant and preserve records for audit?
6.			Library provides a minimum of 20 hours of service to the community at each service point (excluding bookmobiles)?
7.			Library has, or will develop, a written technology plan which includes a budget for maintenance and eventual replacement of all equipment purchased with these LSTA grant funds.
8.			The library director <u>and</u> library board president have signed the application form.

For Completion by the Grant Review Committee:

1.			The application clearly shows how the equipment requested will support the library's ongoing need to train library staff in the use of new and changing information delivery tools.
2.			The application provides for a means of delivering patron-focused classes so the public can become familiar with the information technology services of the library.
3.			The library has made provision that the training facility can be used in cooperation with libraries in the immediate geographic area and with the state library agency to offer a broad range of training opportunities for the public library community.
4.			The lab will be in a learning-conducive environment.
5.			The budget is detailed and justified.
6.			The library has a means to measure the use and effectiveness of the computer lab by staff and/or patrons.
7.			Appropriate promotional strategies will be utilized.

COMMENTS by Review Committee:

MISSOURI STATE LIBRARY
LSTA Computer Training Lab
APPLICATION FORM
Fall 2006

Project # _____

YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

Part I

Please type.

Name of Library: _____

Federal Tax I.D. # or MO Vendor # if different: _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of adults to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

Project Abstract (not to exceed 250 words):

PART II: PROGRAM NARRATIVE

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Program Narrative should be 3-5 pages.

Lab objectives

1. Lab objective: To support the library's ongoing need to train library staff in the use of new and changing information delivery tools.

Address these points in narrative 1:

- a) Describe your library's long-term plans for staff training, and how this Training Lab will assist you in meeting your objectives.
- b) Identify who on your staff will be responsible for oversight of the lab, and for staff training and development. Explain why these individuals will have the assigned responsibilities, and describe their capabilities to accomplish these assignments.

2. Lab objective: To provide a means for delivering patron-focused classes so the public can become familiar with the information technology services of the library.

Address these points in narrative 2:

- a) Describe your current commitment to patron training in technology and the use of electronic information sources, and explain how this Training Lab will be used to enhance and expand this training program.
- b) Attach a schedule of recent patron training activities, if available.

3. Lab objective: To provide a training facility that can be used in cooperation with libraries in the immediate geographic area and with the state library agency in offering a broad range of training opportunities for the public library community.

Address these points in narrative 3:

- a) Indicate your willingness to provide on-going access to the Training Lab as a resource for meeting regional and statewide technology training goals.
- b) Identify potential area library and community agency partners for development of shared staff and public library user training, and describe your plans to develop this partnership.

Physical Environment

4. Describe where you would locate the lab, indicating its position within the building, and its accessibility to staff and the public. **Include a floor plan showing the proposed lab area, its square footage, and its location with the library building.**
5. Describe why this is the best location for the lab within your library.
6. Describe the physical environment of the designated room, specifically
 - lighting (ability to dim, turn off as needed)
 - windows (number, ability to screen light)

- air conditioning, temperature control
 - telephone
7. Will any renovations be necessary to make the room suitable as a Training Lab? Describe your library's plans to both accomplish and pay for those renovations.
 8. How will the library evaluate the success of the Training Lab?
 9. How will the library promote the new Training Lab to the community?

PART III: ITEMIZED BUDGET

List your budget using the following format.

- Give a description and/or specifications and separate costs for each type of item to be purchased. Specification sheets from vendors may be attached following the budget pages. Shipping charges may be included in the cost of each item.
- If you are proposing additional items not on the worksheet, give description and justification explaining planned use. This includes additional equipment needed to accommodate your network configuration, rolling storage cabinets for laptop labs, etc.
- Libraries with multiple service outlets should complete a budget worksheet for each computer lab location.

Library: _____

Branch: _____

BUDGET WORKSHEET: LSTA Computer Training Lab Grant Application

Item	Cost Per Unit	Quantity	Total Cost
<i>Example 1: Laptop PC X</i>	<i>\$1,500</i>	<i>10 units</i>	<i>\$15,000</i>
<i>Example 2: Trainer's PC/Lab Server</i>	<i>\$3,975</i>	<i>1 unit</i>	<i>\$3,975</i>
<i>Example 3: Tape backup System</i>	<i>\$800</i>	<i>1 unit</i>	<i>\$800</i>
<i>Example 4: Network Hub</i>	<i>\$475</i>	<i>1 unit</i>	<i>\$475</i>
<i>Example 5: Data Projector</i>	<i>\$2,300</i>	<i>1 unit</i>	<i>\$2,200</i>
<i>Example 6: Printable Whiteboard</i>	<i>\$2,300</i>	<i>1 unit</i>	<i>\$2,300</i>
TOTAL PROJECT COST			\$24,750

Narrative Budget: Budget and Equipment Specifications

- Refer to **Large Purchase Documentation**, page 4, for procurement guidelines. Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.
- Give brand name, model number, specifications, number requested, and cost for each piece of equipment requested.
- Applications that request funding for computers that do not meet or exceed the minimum specifications established by the Missouri Secretary of State's Office will **not** be considered for funding. Justify larger or flat-screen monitors and extra large hard drives.
- Attach copies of catalog pages or quote sheets from vendors, if available. Circle or highlight the items or prices you are specifying in your application.
- If your library wants outside technical support, describe your plan for using the support. How will the technical support staff person's time be used? How much time will be needed?

Computer Minimum Specifications

<u>Desktop PC:</u> Minimum specifications:
Pentium 4 processor;
1 GB SDRAM;
40 GB Hard drive;
19" conventional or flat panel monitor;
CD-Rom/DVD-Rom drive (networked)

<u>Laptop PC:</u> Minimum specifications:
Pentium 4 processor;
1 GB MB SDRAM;
30 GB Hard drive;
CD-Rom/DVD-Rom drive; (networkable and wireless capable)

<u>Lab Server:</u> Minimum specifications:
Pentium 4 processor;
2 GB SDRAM;
80 GB hard drive;
19 inch monitor;
Rewritable CD-Rom/DVD-Rom drive.

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

Part IV: Certification and Signatures

ATTENTION: You must use Cover Page, Budget Worksheet, and Certifications and Signatures for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the Library Board acknowledges compliance with and agreement to all eligibility requirements.

Printed name of Library Director

Printed name of Library Board President

Signature, Library Director

Signature, Library Board President

Date

Date

Mail completed applications to:

Diana Very, LSTA Grants Officer
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

Application must be postmarked by: October 4, 2006

For State Library use only:

_____ **Approved** _____ **Not approved** \$ _____ **Amount Awarded**

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

